



CITY SECRETARY CITY OF **DENTON**



THE JOB OPPORTUNITY

The City of Denton is seeking applications for the position of City Secretary. The selected candidate will join an established team of professionals who are recognized as leaders in their fields.

THE COMMUNITY

Denton, Texas, is a vibrant and growing community with many opportunities, no matter what your interest or passion. It is located in the Dallas-Fort Worth metroplex, one of the fastest growing regions in the nation, and offers ample quality-of-life amenities and professional opportunities. Denton is a unique cultural destination, where a small-city feel pairs with big-city amenities. A blend of history and culture creates a dynamic suburban environment, home to two thriving universities, a vibrant downtown, and a variety of choices in employment, lifestyle, and neighborhoods.

Denton is strategically located at the convergence of I-35E and I-35W and is the northern tip of the “golden triangle.” The current population (est. 136,268) is rapidly growing, which has led to a focused effort to ensure the City’s infrastructure is adequate, now and in the future. Additionally, Denton is close to major airports, being only 25 miles from DFW International Airport, 35 miles from Dallas Love Field, and 20 miles north of Alliance Airport, and offers public transportation options (bus and rail) through the Denton County Transportation Authority.

Denton is home to two state universities, the University of North Texas and Texas Woman’s University. With a combined enrollment of more than 50,000 students, the universities bring in a variety of cultural, sports, and entertainment amenities to the Denton community. Just south of Denton is a campus for North Central Texas College, the oldest continuously operating two-year college in Texas. Denton Independent School District is the primary public education system and serves more than 27,000 students and 17 cities in a 180 square-mile district.

Across Denton, there is a pulsating entertainment culture, featuring live performing arts venues, music and film festivals, museums, and historical sites. Additionally, Denton is home to 30 parks, featuring 300 acres of open space, three recreation centers, a water park and community swimming pools, and hike and bike trails throughout the City. Nearby lakes, hiking trails, and state parks also contribute to exciting outdoor recreation opportunities.



GOVERNANCE AND ORGANIZATION

The City of Denton is governed by the council-manager form of government. The mayor and six council members are the legislative body of the City and the community's decision makers. The Council focuses on community goals, major projects, and long-term considerations such as community growth, land use development, capital improvement plans, and strategic planning. The Council appoints a professional manager to oversee the delivery of public services. The City Manager serves as the Chief Executive Officer for the City, implements the Council policy directives, and ensures City services are provided to the entire community.

The City operates under a fiscal year. For FY 2018-19, the City Council adopted an operating and capital budget of \$1.18 billion, with funding for 1667.66 full-time equivalent positions. Denton is a full-service city, providing general government services along with multiple utility/enterprise operations such as water, wastewater, electric, solid waste and recycling, drainage, and airport services.

The City has adopted a strategic plan and core values, which guide organizational priorities and ensure that the City fulfills its mission and vision. The FY 17-18 Strategic Plan was adopted by the City Council and is organized into five key focus areas: Organizational Excellence; Public Infrastructure; Economic Development; Safe, Livable, Family-Friendly Community; and Sustainable and Environmental Stewardship. The City Manager introduced the Core Values in FY 17-18 and they reflect the principles through which the City and staff operate. The Core Values are transparency, fiscal responsibility, integrity, and outstanding customer service.

To learn more about the City of Denton, visit www.cityofdenton.com.



CITY SECRETARY'S OFFICE

The City Secretary's Office supports the City Council and City Manager by maintaining and enhancing the records management process, ensuring efficient access to municipal records, conducting elections from start to finish, and providing daily assistance to internal and external stakeholders. The office coordinates and processes all open records requests. The City Secretary serves as the Chief Election Official conducting municipal, special, and bond elections.

IDEAL CANDIDATE

The ideal candidate will be an approachable municipal professional with an outgoing personality and enthusiasm for municipal government. The candidate should operate with a high degree of integrity, honesty, trust, and openness, and foster an environment of transparency and accountability.

The candidate should be an excellent communicator. The ideal candidate will be a good listener who is forward-thinking, broad-minded, and receptive to new ideas, and who encourages an inclusive and collaborative working environment. The candidate should be able to speak effectively in high-pressure situations. Understanding the multifaceted integration between technology and record-keeping systems will be crucial.

As such, the candidate must have proficient knowledge of:

- Relevant City, state, and federal laws, regulations, and policies
- Rules, regulations, and laws governing city elections
- Development and administration of records retention systems
- State laws regarding records
- Texas State Library and Archives Commission regulations for records
- Texas Open Meeting Act
- Robert's Rules of Order and Parliamentary Procedure
- Texas Public Information Act
- Open Records procedures
- Modern office practices and procedures
- Computers and various software programs
- Training and supervision of personnel



The essential functions of this position include:

- Serves as Chief Election Official conducting municipal general, special, and bond elections in coordination with Denton County
- Serves as Records Management Officer as outlined by the Texas State Library to include maintaining policies and procedures for creation, receipt, storage, retrieval, and disposition of records and ensuring that all departments are in compliance
- Serves as Public Information Officer coordinating and responding to Open Records requests in compliance with the Public Information Act, ensuring that all departments are in compliance
- Works closely with the City Attorney's Office to request Attorney General opinions when necessary
- Attends all City Council meetings, prepares official minutes of the proceedings, and supervises setup of the meetings
- Directs the preparation and development of the City Council agendas and compiles and organizes information and materials necessary for the City Council agenda packets
- Coordinates the preparation of legal documents, executes required forms and notices, and directs the official publication of notices and legal documents
- Coordinates development and incorporation of Citywide document imaging system and associated regulations
- Establishes and administers indexing, maintenance, and retrieval of the official records of the City and for the City Manager's Office/City Secretary's Office; coordinates the document imaging of City records through the LaserFiche Imaging System; and supervises the development and implementation of computer software databases as needed for LaserFiche
- Coordinates the appointments and membership records of all City boards and commissions, coordinates application and appointment procedures, and supervises and assists in the preparation of a Board and Commission notebook for annual appointments
- Performs research work and prepares statistical and narrative reports
- Administers the City Secretary's Office, provides support and assistance to the Mayor and City Council and City Manager's Office, and supervises support staff for the City Secretary's Office
- Provides input on budget recommendations

QUALIFYING EDUCATION AND EXPERIENCE

The position requires broad knowledge and experience in public records management, municipal elections, and relevant open meeting and public information laws, processes, and procedures. Successful candidates should have a bachelor's degree from an accredited college or university with major coursework in public administration, business administration, political science, law, or a closely related field. The candidate should also have a minimum of six years of experience in an administrative office position (with one-year of experience being in municipal public relations), which included frequent public contact, making discretionary decisions, handling highly confidential matters, and completing complex secretarial duties. Any combination of related education, experience, certifications, or licenses that will result in a candidate successfully performing the essential functions of the job will also be considered.

Preferences:

- Master's degree from an accredited college or university with major coursework in Public Administration or Business Administration, or a Doctorate of Jurisprudence/Juris Doctorate with local government experience
- Certification in the Texas Municipal Clerks Certification program
- Significant familiarity with Granicus/Legistar agenda management system
- Bilingual in Spanish and English

COMPENSATION AND BENEFITS

The expected hiring range for the position is in the low \$100K, depending on the experience and qualifications of the successful candidate. A superior benefits package is also offered, including relocation assistance; Texas Municipal Retirement System at the seven percent employee contribution level with a two-to-one match by the City upon retirement; medical, dental, vision, life, and disability insurance; vacation and sick leave; holidays; and other highly competitive benefits.





APPLICATION PROCESS

Please apply online at: <http://bit.ly/SGRCurrentSearches>

For more information on this position contact:

Ron Holifield, CEO

Strategic Government Resources
Ron@GovernmentResource.com
214-676-1691

Or:

Kristin Navarro, Director of Business Development and Recruitment

Strategic Government Resources
Kristinnavarro@governmentresource.com
817-637-3243

This position is open until filled. To view the status of this position, please visit:
<http://bit.ly/SGRCurrentSearches>

The City of Denton is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.



RESOURCES

City of Denton

www.cityofdenton.com

Chamber of Commerce

www.denton-chamber.org

Convention & Visitors Bureau

www.discoverdenton.com

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